Example 1. Sample letter offering employment where there is no relevant collective agreement in place

**[insert date]**

**[insert name of successful applicant]**  
[insert address]

Dear [insert name]

**Offer of Employment**

I am pleased to offer you employment in the position of **[insert title of position and name of business]** at **[insert location]** starting on **[insert date]**. The attached draft individual employment agreement contains your proposed terms and conditions of employment.

You can discuss this offer of employment and the proposed employment agreement and seek advice from your family, union, lawyer, or someone else you trust. If you would like information about your employment rights, see [www.employment.govt.nz](http://www.employment.govt.nz) or phone the Ministry of Business, Innovation and Employment’s free information line on **0800 20 90 20**.

If there is anything in this offer of employment that you are unclear about, disagree with, don’t understand and want to discuss, please contact me.

**Acceptance of employment offer**

If you agree with the proposed terms and want to accept this offer of employment, please sign [*both*] a copy of this letter [*and the employment agreement]* and return [*it* or *them*] to me by **[insert date that gives the person a reasonable chance to get advice]**. If I don’t receive a signed copy of this letter [and employment agreement] by [5pm] on that date, this offer will be automatically withdrawn and you will not be able to accept it.

Welcome to our team, I look forward to working with you.

Yours sincerely,

**[insert employer's name, title]**  
[and contact details]

I, **[insert name of successful applicant]**, have read and have had a chance to get advice about the terms and conditions of employment set out in this letter and in the attached individual employment agreement. I fully understand and accept this offer and terms and conditions of employment.   
  
  
  
**Signed by:.................................................................. Date:....................**